



City of South Bend

Vacancy Announcement

Post Date: Tuesday, June 16, 2015

Closing Date: Until Filled

## **ASSISTANT CITY ATTORNEY**

**Category:** Full Time

**Department:** Legal

**Reports To:** Corporation Counsel

**Shift:** Flexible schedule, 32 hours/week. 8:00 AM-5:00 PM, Monday-Friday.

**Pay Rate:** \$48,000-\$58,000/year (Exempt). Comprehensive benefits package available.

**Position:** **SUMMARY**

The City of South Bend seeks attorney with municipal law experience. A solid litigation background, experience drafting/negotiating/reviewing contracts, and working knowledge of Indiana APRA and Open Door Law are strongly preferred. Successful applicants must have excellent writing and analytical ability, sound academic credentials, good character and interpersonal skills, and show an ability to assume direct responsibility for client work and work independently.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- Juris Doctor Degree from accredited law school.
- Minimum of 3-4 years of legal experience.
- Admission to practice law in the state of Indiana.

### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Excellent writing and analytical ability.
- Ability to assume direct responsibility for client work and work independently.
- Ability to speak Spanish would be a plus.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Indiana Bar Admission.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and stand, talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work performed in a normal office environment, primarily sitting in a confined position. The noise level in the work environment is usually quiet.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Drug Screen Required**